

ISSUE DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

# NORTHERN NEVADA FILM PERMIT APPLICATION

City of Reno Film Permits – PO Box 1900 Reno, NV 89509 Fax: 775/334-2097, PH: 775/785-5876

Nevada Film Office – 108 E. Proctor St.-Carson City, NV 89701 FAX: 775/687-4497, PH: 775/687-1814

Check all entities where you plan to shoot: (This office will help you determine which entities apply)

☐ **Reno**    ☐ **Sparks**    ☐ **Storey**    ☐ **Churchill**    ☐ **Parks**  
☐ **Carson**    ☐ **Washoe**    ☐ **Lyon**    ☐ **Douglas**    ☐ **Highways**

**APPLICATION** package must be submitted to each appropriate jurisdiction. The application package consists of: this permit application form, a *Location Form* for each filming jurisdiction, a hold harmless agreement, any necessary traffic plans, or pyrotechnic plans. This application will satisfy all Business License Permits, Special Event Permits and/or any other license required by any of the participating governmental jurisdictions listed above. (Pyrotechnics may require additional permits.)

The application package must be received in the separate jurisdictions:

- 3 working days prior to the filming if it will be done on private property, and will not involve pyrotechnics, street/lane closures.
- 5 working days prior to the filming if it will be necessary to close a public street or highway.
- 10 working days prior to filming if pyrotechnics will be used. **The person in charge must be licensed by the state Fire Marshal.** A written plan must be submitted to the Fire Department for each filming location.

**FEES** Contact the Nevada Film Office for Fee Schedules.

## INSURANCE

- Each jurisdictional entity involved must be listed as *additional insured*, (not Certificate Holder) in Comprehensive General Liability Insurance. Check jurisdictions for insurance limits.
- A signed **HOLD HARMLESS** agreement must be provided for each jurisdiction.
- Nevada industrial insurance regulations must be followed at all times, usually administered by Payroll Company

Production Title: \_\_\_\_\_ Application Date: \_\_\_\_\_

Type of Film Event (circle one)    **FEATURE**    **TV MOVIE**    **TV EPISODE**    **DOCUMENTARY**  
    **MUSIC VIDEO**    **INDUSTRIAL**    **STILL**    **COMMERCIAL**    **EDUCATIONAL**

Dates of filming event \_\_\_\_\_ Estimated # of shooting days \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Production Office

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local phone \_\_\_\_\_ FAX \_\_\_\_\_ Cellular \_\_\_\_\_

LocalContact/LocationManager \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cellular \_\_\_\_\_ Pager \_\_\_\_\_

Payroll

Service \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Approx. # of production employees \_\_\_\_\_

InsuranceCompany \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Policy # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

NAME

TITLE

DATE

# Northern Nevada Film Location Permit

A separate form is required for each filming jurisdiction

Issue Date\_\_\_\_\_ Jurisdiction\_\_\_\_\_ Permit #\_\_\_\_\_

Production Title\_\_\_\_\_

Impacts:

Number of Cast and Crew members on site:\_\_\_\_\_

Cars\_\_\_\_\_ Trucks\_\_\_\_\_ Vans\_\_\_\_\_ Camera Cars\_\_\_\_\_ Motor Homes\_\_\_\_\_

Ancillary Vehicles\_\_\_\_\_ Others\_\_\_\_\_

Agencies portrayed in script:\_\_\_\_\_ How\_\_\_\_\_

Needs:

- |                           |                           |                         |                           |
|---------------------------|---------------------------|-------------------------|---------------------------|
| 1. Road Closure           | 5. External Dialogue      | 9. I.T.C. (3-5 min max) | 13. Scaffolding/Platform  |
| 2. Driving Shots          | 6. Police Escort          | 10. Pyrotechnics/Flames | 14. Pedestrian Disruption |
| 3. Driving w/Traffic Flow | 7. Lane Restriction       | 11. Crane               | 15. Meters Bagged         |
| 4. Dolly Track            | 8. Noise (gunshots, etc.) | 12. Other _____         |                           |

**Locations**

**Needs (List # from above)**

**Date**

**Hours**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Attach additional sheets if necessary

**PERMIT IS NOT VALID UNTIL THE APPROPRIATE DEPARTMENTS HAVE APPROVED AND SIGNED THIS APPLICATION, PRIOR TO FILMING EVENT.**

Law Enforcement Agency\_\_\_\_\_ Date\_\_\_\_\_

Fire Department (If applicable)\_\_\_\_\_ Date\_\_\_\_\_

Risk Management (If applicable)\_\_\_\_\_ Date\_\_\_\_\_

Other department (If applicable)\_\_\_\_\_ Date\_\_\_\_\_

# Northern Nevada Film Permit Hold Harmless Agreement

\_\_\_\_\_ agrees to assume any and all liabilities of whatsoever kind or nature which may arise and agrees to hold harmless the City/County/State of \_\_\_\_\_, its officers, employees and agents from any liability to any person or property which occurs as a result of \_\_\_\_\_ activities for which it was granted a film permit by the City/County/State of \_\_\_\_\_.

Further, \_\_\_\_\_ agrees to indemnify and defend, saving harmless the City/County/State of \_\_\_\_\_, its officers, employees and agents against any liabilities, or claims of liability, brought or made in behalf of any person for personal injury or property damage caused by, or arising out of any act or omission of either the licensee, his agents or employees, including any officers or employees of the City/County/State \_\_\_\_\_, or caused by or arising out of the condition of any City/County/State owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued.

Production Company\_\_\_\_\_

Authorized Representative\_\_\_\_\_

TITLE

Signature\_\_\_\_\_

Date \_\_\_\_\_

Witness\_\_\_\_\_

Date \_\_\_\_\_